

# PARS II Process Document

## ON HOLD PROJECTS – Place On Hold, Re-Activate, and Cancel

### PURPOSE

The purpose of this document is to describe the process of placing active pre CD-2 capital asset projects on hold, removing projects from hold through re-activation or cancellation, and reporting of these projects in PARS II.

### SCOPE

This process applies to active pre CD-2 capital asset projects and On Hold Pre CD-2 Capital Asset Projects only that were identified by the project team and approved by Acquisition Executive (AE), or Secretarial Acquisition Executive (SAE) for Major Systems Projects, as on hold.

### PROCESS

The goal of the process is to ensure adherence to rules identified by Change Review Board (CRB) for placing active pre CD-2 project On Hold and removing project from hold through re-activation or cancellation. The process is initiated when Acquisition Executive (AE) identifies project that is qualified to be placed on hold. While there may be various business reasons why project is selected to be placed on hold, from the process perspective only projects where formal CD-2 baseline has not been established are eligible for On Hold designation. Projects with established and approved CD-2 baseline must remain active or be cancelled.

Process is completed by the project being updated from On Hold status into either Active or Cancelled status as directed by the formal memorandum signed by AE. No project can remain on hold for more than four (4) years. Projects reaching 4-year threshold must be cancelled.

### Required Documentation/Information

- Formal memorandum signed by the Acquisition Executive (AE), or applicable Under Secretary for Major Systems Projects.
- Project Management Support Office status confirmation.

### Placing Project on Hold Process:

- Once project is determined to have met business and process requirements for being placed On Hold, AE or Under Secretary signed formal memorandum must be submitted by the Program Office to DOE APM Analyst assigned on the project.
- DOE APM Analyst reviews document for completeness and submits to PARS II System Administrator for processing in PARS II.
- PARS II System Administrator updates project record by completing the following:
  - Update Project Activity Status in Project Attributes screen from Active to On Hold Pre CD-2;
  - Update On Hold Pre CD-2 field in Project Status Tracking screen to “Yes”;

- Update Date Project Placed On Hold field in Project Status Tracking screen with the date On Hold memorandum from AE was signed;
  - Update On Hold Authorized By field in Project Status Tracking screen with the name of AE who signed On Hold memorandum;
  - Upload signed On Hold memorandum as a document attachment into project record from the PARS II Projects screen.
- PARS II System Administrator un-assigns currently assigned Federal Project Director (FPD) from the project by entering Date Unassigned for FPD contact on PARS II Project Contacts screen that is the same date as the date the project was placed on hold (date On Hold memorandum was signed by the AE or applicable Under Secretary).
- PARS II System Administrator validates that update became effective by running On Hold Pre CD-2 projects report and verifying that project is now displayed in the list with all applicable information.

#### **PARS II Reporting Process:**

- Once project is placed on hold, Monthly Assessments are no longer required on the project from FPD, Program Office, or DOE APM.
- Program Office annually updates DOE APM Analyst assigned to one or more of their on hold projects on the status and provides re-confirmation that project is still on hold.
  - NOTE: re-confirmation update may be submitted to DOE APM via PARS II Program Monthly Assessment, email, letter, or memorandum.
- Upon receipt of the re-confirmation notice, DOE APM Analyst uploads it as an attachment document to the project record through PARS II Projects screen (this step is skipped if re-confirmation was submitted through Program Monthly Assessment screen in PARS II).
- DOE APM will monitor On Hold project list through On Hold Pre CD-2 Projects report available in PARS II to ensure that:
  - Project Management Support Office (PMSO) continues to provide annual re-confirmation of on hold status;
  - Project does not breach 4-year limit of being on hold.
- DOE APM will report list of all projects currently On Hold through APM Monthly/Quarterly Status Report.

#### **Re-activating On Hold Project Process:**

- At any time while project is On Hold, Program Office can re-activate the project. AE or Under Secretary signed formal memorandum must be submitted by the Program Office to DOE APM Analyst assigned on the project, indicating that the project is being re-activated.
- In order to re-designate an FPD on the project, formal FPD Designation memorandum signed by AE must accompany re-activation memorandum. Such designation can be included in the same document authorizing re-activation of the project, or can be a separate document signed by the AE.
- DOE APM Analyst reviews document(s) for completeness and submits to PARS II System Administrator for processing in PARS II.
- PARS II System Administrator updates project record by completing the following:

- Update Project Activity Status in Project Attributes screen from On Hold Pre CD-2 to Active;
- Update On Hold Pre CD-2 field in Project Status Tracking screen to “No”;
- Update On Hold Comments field in Project Status Tracking screen with date and description of the change made;
- Update blank FPD contact record in Project Contacts screen with FPD information identified in Re-Activation or FPD Designation Memorandum;
- Upload signed memorandum(s) as a document attachment into project record from the PARS II Projects screen.
- Monthly Assessments from FPD, Program, and APM are required in the period when project was re-activated.

#### **Cancelling On Hold Project Process:**

- At any time while project is On Hold, Program Office can cancel the project, but they must do it if project reaches 4-year threshold of being on hold. AE or Under Secretary signed formal memorandum must be submitted by the Program Office to DOE APM Analyst assigned on the project, indicating that the project is being cancelled.
- DOE APM Analyst reviews document for completeness and submits to PARS II System Administrator for processing in PARS II.
- PARS II System Administrator updates project record by completing the following:
  - Update Project Activity Status in Project Attributes screen from On Hold Pre CD-2 to Cancelled – Pre CD-2;
  - Update Closeout screen with Approval Date corresponding with the date AE Project Cancellation Memo was signed;
  - Upload signed memorandum as a document attachment into project record from the PARS II Closeout screen.